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**From:** Packard, Elise [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6D4AD4C6ABB24F54A2C8C16FA17BA0FD-PACKARD, EL]  
**Sent:** 12/1/2017 1:29:59 PM  
**To:** Lattimore, Kraig [lattimore.kraig@epa.gov]; Lee, Terry [lee.terry@epa.gov]  
**Subject:** FW: Contingency Planning  
**Attachments:** SRO MEMO2017-11-30-172151.pdf

I'm assuming we don't have any but let's check!

Elise B. Packard  
Acting Principal Deputy General Counsel  
U.S. EPA Office of General Counsel, Rm. 4020  
(202) 564-7729

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**From:** Patrick, Kimberly  
**Sent:** Thursday, November 30, 2017 5:40 PM  
**To:** OCFO-SROs <OCFO\_SROs@epa.gov>  
**Cc:** Legare, Pamela <Legare.Pamela@epa.gov>; Scott, Raoul <Scott.Raoul@epa.gov>; Chenkin, Howard <Chenkin.Howard@epa.gov>; Koehler, Alfred <koehler.alfred@epa.gov>; OARM-OAM-DIVISION-DIRECTORS <OARMOAMDIVISIONDIRECTORS@epa.gov>; OARM-OAM-RAMS <OARMOAMRAMS@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** Contingency Planning

**MEMORANDUM**

**SUBJECT:** Agency Shutdown preparations

**FROM:** Kimberly Y. Patrick, OAM Director  
Office of Acquisition Management

**TO:** Senior Resource Officials

As you know the government is currently funded thru Friday, December 8, 2017. Prudent management requires us to be prepared to implement our contingency plan for a shutdown should there be a lapse in funding. In preparation, please coordinate with your cognizant contracting staff in OAM or the Regions to identify contracts, or portions thereof, that are required to remain active to support excepted or funded activities in the event of a shutdown. As you know, those activities that are not in support of authorized excepted or funded activities will be shut down during a funding hiatus. *(Excepted activities are defined in EPA Order 1000.26 A, Section 5; Funded activities are as defined in EPAAG 42.3.3.4 as fully funded contracts, which do not require Agency interaction. These contract types may continue during an appropriation hiatus if the contractor does not require interaction from Agency officials).*

For contractual agreements, this means that Stop Work Orders must be issued for those contractual awards, or portions thereof, that are not required to support authorized excepted or funded activities. This effort includes contracts, task orders issued under GSA Multiple Schedule contracts; additionally, task orders and work assignments under active EPA contract awards.

We are in process of updating the list of excepted EPA contracts. As an SRO you are requested to review and update your office's corresponding tab of the Excepted & Funded Activities contract list; updates are due COB

Monday, December 4, 2017. Your excepted and funded contracts list will be reviewed in accordance EPA Order 1000.26A for acquisitions only. Email your updates to Al Koehler [Koehler.alfred@epa.gov](mailto:Koehler.alfred@epa.gov) and your cognizant [Division Director/Regional Acquisition Manager \(DD/RAM\)](#).

Should you have any questions, please contact the cognizant OAM Division Director or Regional Acquisition Manager. Please also feel free to contact me, or my Deputy, Pamela Legare.

Regards,

***Kimberly Y. Patrick, Director***

EPA Office of Acquisition Management

1300 Pennsylvania Avenue, NW

Washington, DC 20004

Phone: (202) 564-4310

Fax: (202) 565-2475

Email: [Patrick.kimberly@epa.gov](mailto:Patrick.kimberly@epa.gov)